



THE
CULTURE
TRUST
LUTON



HAT DISTRICT



Hat Factory Arts Centre, Luton with 'Beacon' by Mark Titchner

Your Space

Hat Factory Arts Centre Creative Bursary 2021-22

We welcome visual artists and makers living or working in Luton and the surrounding counties to make an *Expression of Interest* for our next 12 month bursary scheme at the refurbished Hat Factory Arts Centre in Luton's Hat District. We are a cultural charity called The Culture Trust Luton and the aim of this scheme is to enable artists/makers the time and space to consider and develop their practice, whilst contributing to the animation and creative offer of the Hat Factory.

1. Introduction

The Culture Trust Luton is an independent arts and cultural charity that produces and presents year round programmes across our theatres, museums, art centre, gardens and historic hat factories. We welcome local and regional users across our venues and we invite the wider international community to engage with Luton, which is an incredibly diverse and stimulating town. We actively commission artists, public art and collaborate to produce and co-produce new work. We are currently engaging in a £10m capital programme to transform three old hat factories into vibrant creative workspaces in the Hat District. The Hat Factory Arts Centre is part of this network of creative and cultural spaces which will provide clear pathways for anyone with a skill, talent or passion for arts and culture to progress.

The Hat Factory closed its doors in April 2018 for a 16 month refurbishment programme. When it re-opened in September 2019 we welcomed everyone back through the doors, but especially young people aged 11-25, creative and digital industries, entrepreneurs, students, graduates, artists and creative practitioners.

Period of Delivery	Autumn 2021 – Summer 2022
Bursary Award	£8,000
Closing date for expression of interest	Monday 23 rd August 2021
Location	The Hat Factory Arts Centre, Luton

2. Artist/maker role

You will have a visual presence in The Hat Factory with a dedicated studio space to develop your own practice. Your practice should ideally be experimental and test new technologies and approaches to the visual arts, compliment and add value to the Hat Factory Art Centre's programme, engaging the interest of our target demographics - specifically young people aged 16-25 and diverse audiences.

It is envisaged that there will be 3 stages to the bursary during the year:

Develop – time for you to consider your next steps in your creative practice and to plan and prepare to move your ideas forward (up to 3 months)

Deliver – a period of public facing activity where you can work on your own practice but also deliver activities and engaging opportunities for the public (6 -7 months)

Disseminate – time towards the end of the bursary year to reflect and prepare to share your experiences through a public presentation or showcase (2-3 months)

The Bursary is designed to give you time to predominantly develop your own work but you will also be asked to support the following initiatives of the Trust:

- Proactively engage with and promote positive interactions with Hat Factory visitors and staff team.
- Propose and deliver aspects of a public facing programme in Hatch 1 or 2 with consideration of our target audiences. This will equate to 24 days over 12 months, equivalent to 2 days per month.
- Develop and establish regular creative activities or clubs at Hatch 1 or 2 for young people.
- Act as an advocate for The Culture Trust Luton's local, national and international ambitions and engage as a member of its Alumni network informing our legacy.
- Immerse themselves in our ambitions of widening reach and inspiring, encouraging and nurturing skills and talent development. This may include supporting networking events, industry talks and sharing experiences and practice.
- Maximise the use of the space and opportunity throughout the year and establish a longer term connection and relationship with The Culture Trust Luton beyond the residency (associate artist scheme/ongoing programme/mentor)
- Consider creative platforms for sharing their work and residency experience with wider audiences - local, regional, national, international (assistance from our in-house marketing team will be provided)
- Develop a showcase for the public that encapsulates the achievements from the bursary experience near the end of the 12 month period.

We will provide you with:

- **Free studio space** for 12 months. Studio Size – 226 sq ft (width- 3250mm x 5700mm length, head clearance to 2500mm) available for use during Hat Factory opening hours 8am to 4pm from September 2021 the space is set up flexibly for the artist/maker to establish for their own way of working. An artist sink (with special trap) and storage for special or hazardous materials located across the hall from the studio.
- **A financial bursary award of £8000** to support the development of your practice. The award will be made on the basis of a schedule agreed between the artist and The Culture Trust Luton as part of the bursary agreement. We will expect you to be self-employed. We appreciate that you may have work/family/care/other commitments and holidays during the bursary year but we have an expectation that you will be at the Arts Centre most days of the week for most of the year. You will be asked to outline your time-commitment to the bursary in your application. We do not expect exclusivity during the period of the bursary.
- **Opportunities to showcase your work:** Programming and promotional opportunities for the public to engage with your work in two education/skills space in the arts centre called Hatch 1 and Hatch 2. We also have a studio theatre, comedy bar, flat-floor multipurpose and music venue and digital showroom window, retail opportunities, installation spaces and gallery to present your work.
- **Promotion:** We will support in developing an online method for promoting and sharing your bursary experience and reach wider audiences.
- **Additional Artist-led work:** Opportunities for you to contribute across all The Culture Trust Luton sites (potentially through additional paid opportunities in running workshops and events.)
- **Support:** We will provide you with a detailed induction into the organisation ensuring that you connect with the creative community locally and regionally. Regular reviews and updates will be scheduled during the year to support you and enable planning and delivery of the scheme

- **Accessible facilities** - The bursary space is located on the 1st floor of The Hat Factory, the space is accessible by a lift and an accessible toilet is also on the same floor. The Hatch 1 activity space where most of the public facing activity will take place is next door to the bursary studio. There is also a prayer room on the same landing.

If you are interested in applying for the 'Your Space' bursary please note that you will need to be able to start the bursary scheme in the Autumn of 2021.

3. How you can apply

To make an expression of interest for this opportunity please submit the following:

1. Completed pro forma application (appendix 1)
2. Up to 4 examples of your work with information (max. 2 sides of A4)
3. Current Curriculum Vitae

Please also note that you will need to:

- Have public liability insurance.
- Comply with The Culture Trust Luton's Safeguarding Policy and may be required to undertake a DBS check. The cost of this will be met by The Culture Trust Luton.

4. How will we make a selection

Expressions of interest will be considered against the following criteria:

Assessment Criteria	
Quality of work (40%)	<ul style="list-style-type: none"> • Statement of your art form/practice (15%) • Examples of work (15%) • CV (10%)
Approach to bursary (60%)	<ul style="list-style-type: none"> • Statement of your ambitions for utilising the time the bursary offer (30%) • Approach to engagement and example activity for target audiences (30%)

5. Dates and deadlines

Closing date for applications	Monday 23 rd August 2021
Shortlisting	During the week of the 23 rd August 2021
Interviews	During the week of the 6 th September 2021
Planning and preparations – develop and agree activities as part of Hatch1/2 public programme	September 2021
Start of bursary – in studio and programme delivery	Autumn 2021 (subject to build programme)

Your Space

Hat Factory Arts Centre Creative Bursary 2021-22

Name:

Address:

Email:

Phone:

Applicants are advised to refer to the assessment criteria outlined in the information pack to complete the next section.

1. Art Form – please describe your art form/creative practice (up to 500 words)

Insert here

2. Approach to the creative bursary - A written statement of your ambitions for the bursary and how this opportunity can support you in developing your practice, expanding your networks and enabling you to explore new ideas (up to 500 words)

Insert here

3. Time Commitment – how will you maximising the time and space that this opportunity offers

Insert here

4. Approach to engagement – please outline an example of an activity you have delivered or would like to deliver, which you feel would successfully engage young people (16+) or diverse groups (up to 500 words)

Insert here

5. **Any other information that you feel we should be aware of that you feel would support your proposal**
(Up to 250 words)

Insert here

Sign:

Date:

6. **Referees** – please provide contact details (email and telephone) for 2 referees, stating what relationship exists between yourself and the referee

Insert here

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7. **Insurance** – please confirm you have or are willing to put in place public liability insurance to the value of £2,000,000.

8. **Availability** – please confirm your availability to start the bursary in Autumn 2021 and commit to the 12 month per

9. **Access** - Do you consider yourself to have a disability?
If there is anything we can do to assist you to ensure you are able to fully participate in this opportunity?

10. Submitting your application:

This form and the following information should be emailed to Rachael.donlan@culturetrust.com no later than **12 noon on Monday 23rd August 2021**

- Up to 4 examples of your work (max 2 sides of A4)
- Your CV